



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
COMMUNITY AND FIELD SERVICES DIVISION SERVICE PLANNING AREA 1 & 2

**VACANCY ANNOUNCEMENT**

**Public Health Nursing Supervisor (CL-PHNS)**

**ABOUT THE POSITION:**

The CL-PHNS promotes the well-being of the community and seeks to prevent disease, reduce the effects of preventable chronic diseases, premature death and improve the quality of life among residents of SPAs 1 & 2 by supervising a Public Health Team, made up of Public Health Nurses (PHNs) to develop and implement activities that help achieve the SPAs and Public Health improvement objectives.

**ESSENTIAL JOB FUNCTIONS:**

- Supervise PHNs assigned to several health centers
- Evaluate staff training needs and arrange trainings
- Prepare work assignments, schedule vacations, and other requests
- Recommend disciplinary action where required and handles grievances
- Prepares employee evaluations and performs other supervisory functions
- Promote and support the development of programs, policies, and services that are data driven for improved health status of community residents
- Evaluate the health status of community residents along with programs, policies, and services to determine if outcome is met and identify areas of improvement
- Participate with internal and external partners to identify expected outcomes in the health status of targeted populations

**MINIMUM REQUIREMENTS:**

- Valid RN license and PHN certificate
- Must currently be a permanent Los Angeles County employee who holds the payroll item of Public Health Nursing Supervisor for lateral transfer

**DESIRABLE QUALIFICATIONS:**

- Strong interpersonal skills
- Self-motivated and flexible
- Strong desire to work with community leaders and groups
- Proficient in Microsoft Office applications (Word, PowerPoint, Excel)
- Strong analytical and technical writing skills

Work location options: Santa Clarita Regional Office - 26415 Carl Boyer Dr., Suite 160, Santa Clarita 91350  
OR

Burbank Office – 101 South First Street, Suite 302, Burbank 91502

**Interested candidates should submit a cover letter, a resume, copies of the last two (2) performance evaluations, and copies of attendance record for the last 2 years by July 1, 2019 to:**

Maureen Candelaria  
Santa Clarita Business Office  
26415 Carl Boyer Drive, Suite 160  
Santa Clarita, CA 91350  
Telephone: (661) 287-7052

E-mail: [macandelaria@ph.lacounty.gov](mailto:macandelaria@ph.lacounty.gov)

**This position will be filled as qualified candidates are interviewed. Only the most qualified candidates will be contacted for an interview. This is not an official examination bulletin.**